

CONFERENCE APPROVAL/FUNDING REQUEST FORM

Following is the format that includes the information needed in an organization's conference approval package:

DATE OF REQUEST: (self-explanatory)

REQUESTED BY: (name/title of requesting official)

SPONSORING ORGANIZATION: (title of DOE or DOE contractor organization sponsoring the conference)

COSPONSORING ORGANIZATION: (title of DOE or DOE contractor organization or non-DOE entity cosponsoring the conference, if applicable)

CONFERENCE TITLE: (formal title of conference)

CONFERENCE DATE: [proposed date(s) of the conference]

PURPOSE AND OBJECTIVE(S): (Describe the purpose of the conference, justify, and certify that sponsorship of this conference is important to the program mission.)

CONFERENCE LOCATION: (proposed city and state where the conference is to be held, or foreign location, if applicable)

RATIONALE FOR SELECTION OF CONFERENCE LOCATION: (Provide a rationale and justification for site selection; a cost comparison of alternative sites considered (if location is not at a principal facility site of the sponsoring organization); and certification that the site selected is the most cost-effective considering costs such as travel, per diem, and conference logistics.)

ESTIMATED TOTAL NUMBER OF CONFERENCE ATTENDEES:

	Traveling	Non-traveling
DOE HQ Employees (Detail number from each office):		
DOE Field Employees:		
Contractor Employees (HQ):		
Contractor Employees (Field):		
ANL		3
BNL	1	
Fermilab		15
JLAB	6	
LBNL	5	
ORNL	2	
SLAC	1	
Others		

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(Date)

Domestic	6	
Foreign Institutions	11	
TOTAL:	32	18

ESTIMATED COST BREAKDOWN: (Provide applicable information.)

TRAVEL AND PER DIEM COSTS (Includes registration fee, air fare, limo, hotel, per diem and registration fee for each expected attendee/speaker from DOE/DOE contractor facilities, i.e., BNL, SLAC, etc.)

DOE Employees (HQ):

Contractor Employees (Field):

ANL (3) Mileage	\$
5 LBNL	\$
1 BNL	\$
1 SLAC	\$
6 JLAB	\$
2 ORNL	\$

TOTAL DOE TRAVEL COSTS: **\$ XXX,XXX**

OTHER EXPENSES:

Contract Allowable Expenses

Logistics:

Coffee Breaks (<N>x<N>x\$3.00)*	\$
Streaming Video or Video Conferencing	\$
Setup (Clorica)	\$
Daily Shuttle Bus Rental	\$
Bus Rental Tours	\$

Supplies and Support:

Registration Materials (<N>x\$3)	\$
Participant travel support	\$
Proceedings	\$
Poster	\$
Supplies	\$
Streaming Video	\$
Duplicating	\$
Overtime	\$
Credit Card Fees (3.3% x 80% participants x Registration Fee)	\$
PCI Data Security Fee (CC Processing Lease)	\$
Speakers Support**	\$
Student Travel Support**	\$

Sub-Total Contract Allowable Expenses:	\$
Contingency (11%)	\$
Overhead (23%)	\$
TOTAL CONTRACT ALLOWABLE EXPENSES:	\$
<u>Contract Unallowable Expenses</u>	
Reception <N>x<Per person estimated cost>***	\$
Banquet <N>x<Per person estimated cost>***	\$
Bus Rental to/from Reception/Banquet Location***	\$
Overtime***	\$
Setup (Clorica)***	\$
Wine and Cheese <N>x<\$5.50>x<No. of Wine and Cheese Events>	\$
Sub-Total Contract Unallowable Expenses:	\$
Overhead (23% x bus rental, outside banquet)	\$
TOTAL CONTRACT UNALLOWABLE EXPENSES:	\$
<u>TOTAL CONTRACT ALLOWABLE AND UNALLOWABLE</u>	\$
Less Registration Receipts (Reg Fee x No. Registrants)	
<u>TOTAL NET COST TO FERMILAB:</u>	\$
A registration fee is not being charged to cover the allowable expenses.	
<u>UNALLOWABLE COSTS:</u>	\$
<u>TOTAL ESTIMATED TRAVEL FROM DOE AND OTHER LABS:</u>	\$
<u>CERTIFICATION:</u> This workshop will not exceed \$100,000 in aggregated DOE costs.	
<u>ESTIMATED COSPONSOR COSTS:</u>	
Fermi National Accelerator Laboratory	\$
Fermi Research Alliance, LLC	\$

*The provision of refreshments during necessary session breaks will allow participants to continue discussions on topics presented and to collaborate individually. Not providing refreshments leaves little time for attendees to collaborate if they have to go to the cafeteria to get refreshments.

**These funds can be used to cover airline tickets only if tickets are purchased through the Fermilab Travel Office. Tickets purchased elsewhere will not be reimbursed.

***If FRA or other corporate sponsors are unable to provide support for these events, the Organizers will be forced to sell tickets to cover the entire costs of the events or cancel the events entirely.

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(Date)

Funding Requested from:

Fermi National Accelerator Laboratory \$

Fermi Research Alliance, LLC \$

Approved: _____
Joseph Lykken, Deputy Director Date

Fermilab Funding Approved: \$ _____ Source of Funding: _____

Approved: _____
Timothy I. Meyer, Chief Operating Officer Date

Fermilab Funding Approved: \$ _____ Source of Funding: _____